



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 05-015

To: Department Undersecretaries
Facility Administrators

Subject: ISIS Agency Contacts

The Office of Information Services (OIS) maintains a database of contact information used to communicate ISIS information to state agencies. When responsibilities change in the agencies, procedures require that OIS be notified so that the appropriate changes can be made to the database. In spite of those efforts, some data does get out of date, so OIS periodically requests agencies confirm the information in the contact database.

Attached is a copy of the ISIS Agency Contact Confirmation Report for each contact person in your agency(ies). Please confirm the name, contact information (address, phone, e-mail, etc.) and assignment information (agency number and role) for each individual. You may mark any changes on the report, then sign the page giving your approval.

Since OIS uses email as the primary method of information distribution to agencies, it is particularly important that e-mail addresses be verified and corrected for all agency contacts.

For individuals not listed on the report, the following should be submitted:

For:	Submit:
New Human Resource Director, EA Manager, Time Super User, HR Security Administrator Primary or Alternate;	Human Resources Agency Contact Setup/Change Form (ISF061).
New Agency Liaison;	Agency Liaison Change Form (ISF042).
New Security Administrator or Training Coordinator;	Agency Contact Setup/Change Form (ISF043).
New Technical Contact;	Technical Support Agreement Form (ISF057).

These same forms should be used to notify OIS of changes that may be needed in the future.

The completed ISIS Agency Contact Confirmation Report should be returned no later than October 25, 2004. Our fax number is (225) 342-0902. Questions may be directed to the ISIS Help Desk at (225) 342-2677, option 2, option 5, option 4.

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c. Whit Kling, Deputy Undersecretary